



EXA/
Deputy Director
for Administration

DDA 86-1682
3 October 1986

NOTE FOR: Deputy Director of Personnel for
Employment

SUBJECT: Request for Briefing on Co-op Program

Larry:

1. Would it be possible for you to arrange an informal briefing for Bill and Hank on the status of the co-op program? Sometime in late October or early November would be best for them.

2. I think that the session should be more of an organized discussion around a conference table than a formal, stand-up presentation. Bill usually likes to see the person immediately in charge of a program give the briefing if possible.

3. Please ask your staff to schedule the session with Brenda or Joyce on [redacted] Call me if I can answer any questions. Thanks,

Jim
Jim

ORIG:EXA/DDA: [redacted] 30Oct86

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